

## Great Neck Public Schools Schedule Change Practices

**Schedule Changes:** All schedule changes will follow procedures posted on each school's guidance website. Typically, students may add a new course to their schedule within the first two (2) weeks of the start of the course, replacing one (1) elective course with another shall be done within the first two (2) weeks of the start of the course.

**Dropping a Course:** Provided that the resulting schedule maintains the course load required by state law and Board of Education Policy, a student may drop a full-year course up until the mid-point of the 2<sup>nd</sup> marking period, and a half-year course up until the mid-point of the first quarter in which that course is taken. Students will not be permitted to drop a course after these deadlines.

**Course Level Changes—High School:** Students may change course level (for example, AP to Honors, Honors to Regents) up to the mid-point of the 2<sup>nd</sup> marking period. Students will not be permitted to change course levels after this deadline. Grades will not follow from one level course to another.

*NOTE: Students who remain in an Advance Placement course but who do not sit for the corresponding examination will have the AP course designation removed from their transcript and be assigned the course grade which they otherwise would have received.*

**Course Level Changes—Middle School:** Students may change course level (for example, Regents to Non-Regents) up until the end of the 2<sup>nd</sup> marking period. Students will not be permitted to change course levels after this deadline. Grades will not follow from one level course to another.

**Exceptions:** Exceptions to the add/drop deadlines may be made for ungraded and support classes such as study skills unless these courses are required by State Law, Board of Education Policy, Individualize Education Plan, or 504 accommodation.

***In cases of compelling educational need, these practices may be overridden by the building principal in consultation with the teacher, department head, and guidance counselor.***